

Options 2023-2025

At Thamesmead we have been using an online platform for students to submit their option choices for a number of years. Students will be following this guide in their Tutor Group between Wed 22nd Feb and Wed 1st Mar.

Step One: Activate your SIMS Online Account

You will need to log into your School Email (this email will be sent to you on Wednesday 22nd February).

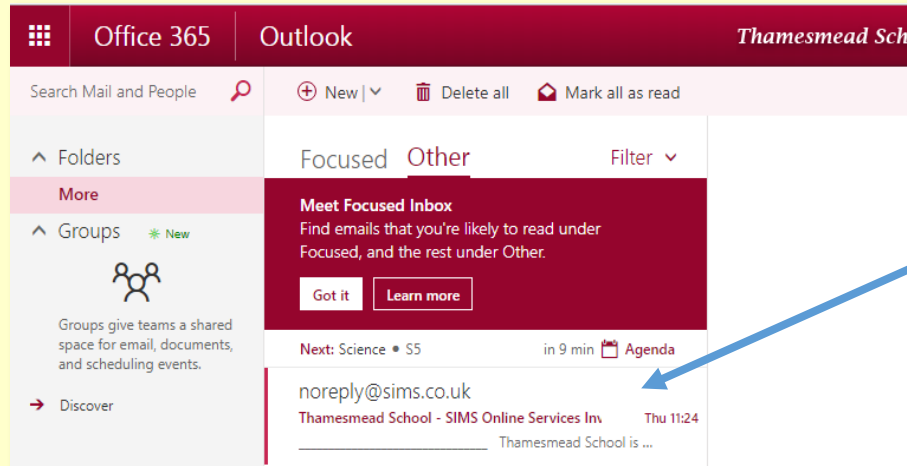
1. *Sign into your Office 365 Account*

[your user number]@thamesmead.surrey.sch.uk

The password is your usual Network Password

2. Open your Outlook Email

- You will have an email in your inbox from:
'noreply@SIMS.CO.UK'



Double click the email to open.

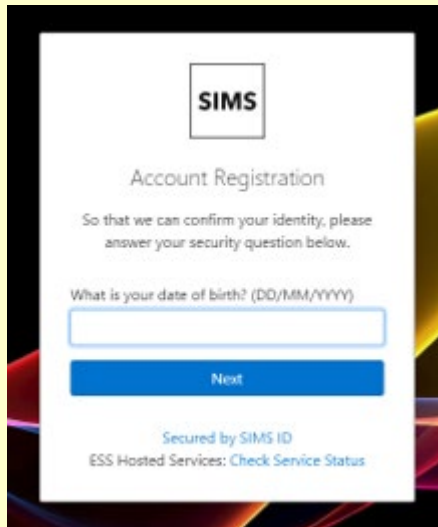
Next click the 'Accept Invitation' link within the email to reach this screen.

Enter your school email address (this is your User Name).
Then click 'Next'.

(DO NOT CLICK ON THE INVITATION CODE)

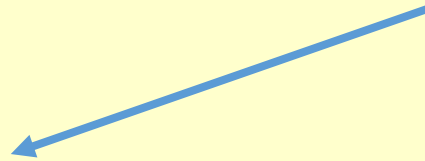
A screenshot of the SIMS 'Activate Your Account' screen. It features the SIMS logo at the top. Below it, the text 'Activate Your Account' is followed by instructions: 'So that we can confirm your identity, please enter your email address and personal invitation code.' There are two input fields: 'Username' (with a placeholder 'Email address') and 'Invitation Code' (with a placeholder 'Your personal invitation code will appear here.'). A blue 'Next' button is below the fields. Below the button, there's a link: 'Alternatively you may complete the registration using an External Account.' and a blue button 'Register with an External Account'. At the bottom, it says 'Secured by SIMS ID' and 'ESS Hosted Services: Check Service Status'.

• Account Registration



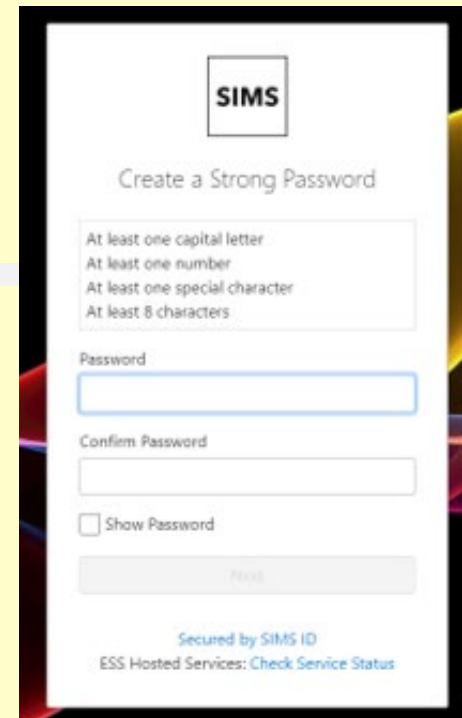
The image shows a mobile app screen for SIMS Account Registration. At the top is the SIMS logo. Below it, the title 'Account Registration' is centered. A message reads: 'So that we can confirm your identity, please answer your security question below.' The question is 'What is your date of birth? (DD/MM/YYYY)'. There is a text input field for the date. Below the field is a blue 'Next' button. At the bottom, it says 'Secured by SIMS ID' and 'ESS Hosted Services: [Check Service Status](#)'.

Enter your Birth Date in the format indicated:
(dd/mm/yyyy)



Create a Strong Password

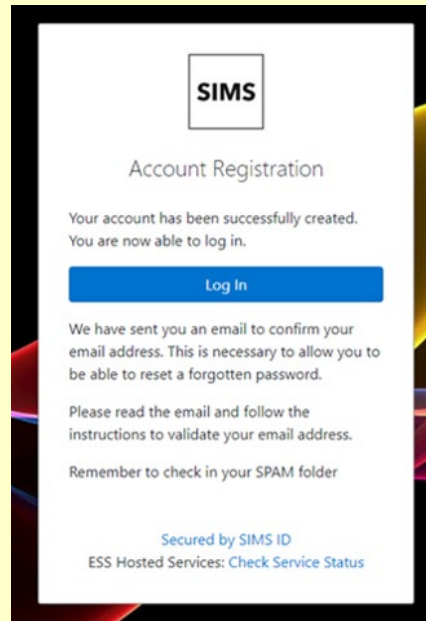
Please make this something you will remember or make a note of it somewhere secure.



The image shows a mobile app screen for SIMS 'Create a Strong Password'. At the top is the SIMS logo. Below it, the title 'Create a Strong Password' is centered. A list of requirements is shown in a box: 'At least one capital letter', 'At least one number', 'At least one special character', and 'At least 8 characters'. Below this are two text input fields: 'Password' and 'Confirm Password'. There is a checkbox labeled 'Show Password'. Below the fields is a grey 'Next' button. At the bottom, it says 'Secured by SIMS ID' and 'ESS Hosted Services: [Check Service Status](#)'.

- Account Registration Complete

You will receive this message when you have successfully registered for SIMS Options.

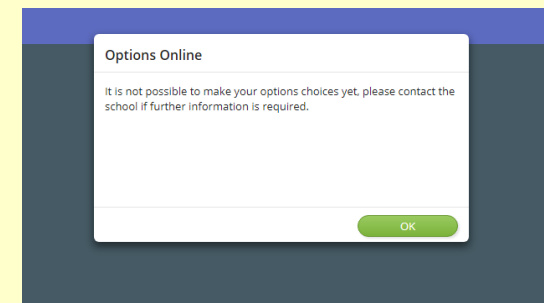


You will then receive an email from:
'noreply@simsid.co.uk'

Keep this new email until you are ready to enter your options choices. If you use the link contain in the email before Mon 6th March you will receive the message below.

You are now ready for when the link to SIMS Options is live. (Mon 6th Feb to Wed 15th March)

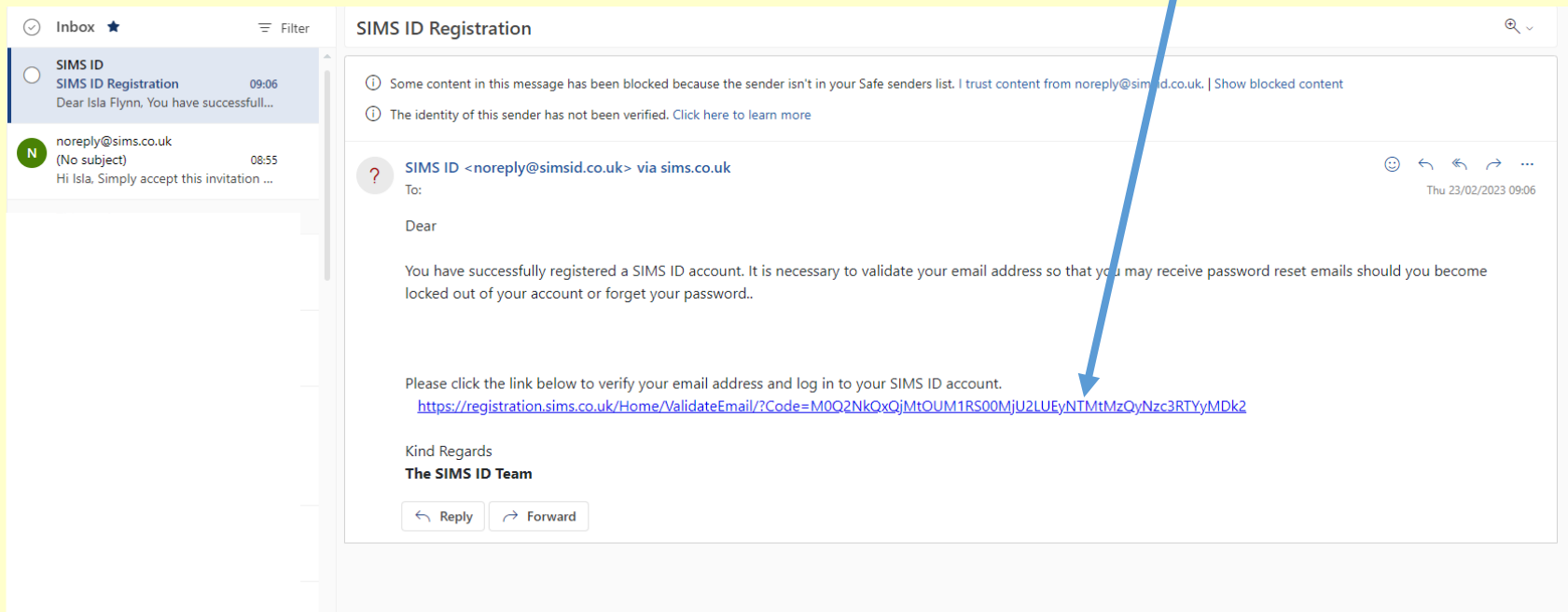
You will be using your Office 365 school email to sign in to the Options Form.



- When Sims Online is live (Mon 6th – Wed 15th March)

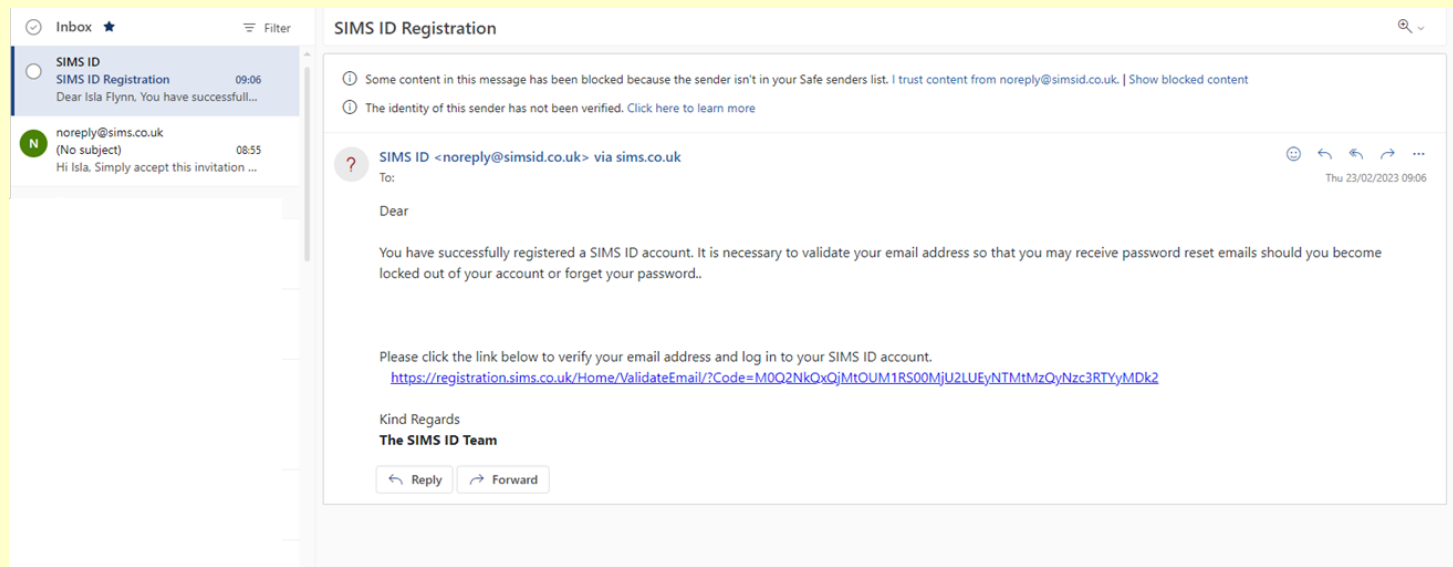
Once you activated your account you will have receive an email from:
'SIMS ID' with a subject of SIMS ID Registration

- In the email you receive click on the link to verify your email.



- Remember - you will sign in with your school email and the password you created.

- When Sims Online is live (Mon 6th – Wed 15th March)
- Use this same, SIMS ID, email and the link it contains to enter the SIMS Option online system.
- You will be prompted to sign in. Use your school email address and the password you created.
- You can also sign in using the following link [Sign in to SIMS Student](#)



- **Entering your Option Choices** (from Mon 6th – Wed 15th March)
- To enter your choices click on the actual name of the subjects – they will then appear in blue and the panel on the right will indicate your order of preference.
- **It is essential that you make your choices in order of preference.**

2023 Options

You have chosen 3 of 3 courses and 1 of 1 reserves from this list

Art GCSE 9 - 1 Full Course	Reserve	Business and Enterprise Level 1/2 Certificate	Reserve	Computer Science & IT GCSE 9 - 1 Full Course	Reserve
Drama GCSE 9 - 1 Full Course	Reserve	Design Tec GCSE Full Course	Reserve	Food & Nutrition GCSE 9 - 1 Full Course	Reserve
French GCSE 9 - 1 Full Course	Reserve	Geography GCSE 9 - 1 Full Course	Reserve	History GCSE 9 - 1 Full Course	Reserve
Music GCSE 9 - 1 Full Course	Reserve	P.E. GCSE 9 - 1 Full Course	Reserve	Triple science GCSE 9 - 1 Full Course	Reserve
Spanish GCSE 9 - 1 Full Course	Reserve	BTEC First Award in Sport BTEC Award Level 1 & 2	Reserve		

My Choices in Order of Preference (Total Choices: 3)

To change your order of preference select a choice and click the position in the list you would like to move it to.

- 1 Spanish GCSE 9 - 1 Full Course 2023 Options
- 2 Geography GCSE 9 - 1 Full Course 2023 Options
- 3 Drama GCSE 9 - 1 Full Course 2023 Options

My Reserves in Order of Preference (Total Reserves: 1)

To change your order of preference select a reserve and click the position in the list you would like to move it to.

- 1 History GCSE 9 - 1 Full Course 2023 Options

- Clicking on the word 'Reserve' next to the subject – will display the reserved subject in orange.

(We do not enable the Parent/Carer approval section as this logistically proves very difficult with separate parent or carer verification, however there is no way to stop this appearing on the form.)